How to split account codes by the amount of price feature

Account codes may be split by amount of price at the line level only. You may also split accounts at the line level by % of price, % of quantity, or amount of quantity.

At the header level, account codes may be split by % of price or % of quantity.

If you need to split charges by the Amount of Price, use the Line Level Details to split the charges for the product or service being ordered. If there are multiple line items on the order, you must update each line’s account codes where charges are to be split.

Use the Header Level Details on the order for additional charges such as shipping & handling that may come in with the invoice, but that aren’t identified when the order is placed. If need be, you may add a split at the header level for these additional charges.

1. Create a requisition/shopping cart as usual and proceed to checkout

2. Click the “Accounting Codes” checkout step

3. Click the “Edit” button on the Supplier/Line Item Details, which is below the Accounting Codes section.

4. When the Account Codes box opens for the line item, select the “Add Split” option. Then select the type of split, “Amount of Price”.

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5. Enter the Indexes, Accounts, and Amounts to be charged. Use the “Recalculate / Validate Values” option to confirm the total amount of the split is equal to the total amount of the line item.

6. Additional charges to the order, such as shipping & handling, will be charged to the index(es) in the header level details on the order. You may split shipping & handling at the header level if needed by % of price.

7. Save and continue the checkout process as normal.